Chapter 1 - How To Use The R★STARS Report Guide

PURPOSE

The R★STARS Report Guide helps users develop an understanding of how R★STARS reports can effectively meet their financial information needs. The Report Guide helps users determine what the key reports are, how they are organized, what the reports can tell them and how they can customize the reports to satisfy specific information requirements.

1-1 INTRODUCTION

The ability to effectively access key information is the primary goal of automated information systems. Information must be available on a timely basis and in a meaningful format in order for the system to be responsive to the needs of the user. R★STARS provides the ability to retrieve financial data in various ways at many levels of the classification structure.

To achieve this level of support, R★STARS offers the following reporting capabilities:

- **Requestable Reports** — are standard R★STARS reports that can be requested using the 91 Report Request profile. The specific options available are detailed in chapter 3.

- **Control Reports** — are reports that are automatically generated as a result of R★STARS batch subsystem processes such as Payment Processing, Cost Allocation, Fixed Assets or Grant and Project Billing. These reports are described in the chapter applicable to the subsystem, and in Chapter 4 of this manual.

Chapter 1 provides an overview of how to most effectively use this report guide. This overview focuses on how to interpret the report specifications, which will allow R★STARS users the ability to effectively choose the report that best meets their information needs.

Users can choose from several media to obtain information from R★STARS. These media include:

- Hardcopy (i.e., a printed report)
- Magnetic Tape
- Terminal (i.e., on-line inquiry)
- Magnetic Disk

This Guide focuses on the hardcopy media.

1-2 REPORT GROUPS

R★STARS provides over 70 separate reports. However, most users find a few key financial reports to meet their information needs. These needs can be met with different variations of the information contained in those key financial reports.

R★STARS reports can be categorized into sixteen report groups. These groups include:

- **Accounts Payable**
- **Accounts Receivable**
- **Agency Budget**
- **Appropriation and Budget**
- **Balance Sheet/General Ledger**
- **Cash**
- **Cost Allocation**
- **Document Tracking**
- **Encumbrance**
- **File Downloads**
- **Fixed Asset**
- **Grant**
- **Project**
- **Revenue/Expenditure**
- **Specialized**
- **Transaction Level**

The Report Guide provides a listing of the reports in each group and detailed descriptions of each report in Chapter 3.

1-3 REPORT CROSSWALK

The following schedule crosswalks several GA/FMIS reports to the new R★STARS reports that serve a similar function. This crosswalk has been updated to more accurately reflect the State of Michigan's reporting needs, GA/FMIS reports and their relationship to R★STARS baseline reports.

Updated GA/FMIS to R★STARS Reports Crosswalk

GA/FMIS Reports		R★STARS Reports	
Report ID	Title	Report ID	Title
GA-10	General Ledger Control	DAFR8920	General Ledger Fund Detail Trial Balance
GA-20	Balance Sheet Detail	DAFR8680	Detail Account Activity by Fund
		DAFR8650	Trial Balance by Fund/General Ledger
		DAFR8580	Balance Sheet All Fund Types and Account Groups
GA-21	Revenue Detail	DAFR8680	Detail Account Activity by Fund
		DAFR8920	General Ledger Fund Detail Trial Balance
GA-22	Encumbrance & Expenditure Detail	DAFR7470	Appropriation Activity Detail
		DAFR7480	Appropriation Activity Summary
GA-23	Pending Transaction Master (1)	DAFR2151	Error Report
		DAFR2251	Posted Transaction Detail
		DAFR2261	Daily Detail Report History
		DAFR6230	Errors by Batch Agency and Error Type
GA-24	Revenue Summary (2)	DAFR9200	Revenues And Expenditures By Fund, Org, Pgm & Obj
		DAFR9210	Revenues And Expenditures By Fund, Pgm, Org & Obj
		DAFR7550	Appropriation Summary
GA-25	Allotment Status Report	On-line Screen 62	Appropriation Financial Inquiry
		DAFR6110	Appropriation Allotment Nearing Deficit
GA-26	Expenditures by Object Code	DAFR7480	Appropriation Activity Summary
GA-27	Statement of Unliquidated Encumbrances	DAFR7810	Outstanding Encumbrance Aging Report
		DAFR7820	Encumbrance Status Report
GA-30	Authorization & Allotment Summary	On-line Screen 62	Appropriation Financial Inquiry
GA-31	Authorization & Allotment	On-line Screen 62	Appropriation Financial Inquiry
		DAFR7550	Appropriation Summary

Updated GA/FMIS to R★STARS Reports Crosswalk

GA/FMIS Reports		R★STARS Reports	
Report ID	Title	Report ID	Title
GA-32	Appn. Deduct Status Report	DAFR7550	Appropriation Summary
GA-33	Detail of Allotment Transaction	On-line Screen 62	Appropriation Financial Inquiry

Additional Crosswalk Notes:

(1) This GA/FMIS report is not applicable in R★STARS due to new transaction coding block elements.

(2) Revenue data is shown for management information purposes on the R★STARS DAFR9200 series (DAFR9200, DAFR9210, DAFR9220, DAFR9230, DAFR9240, DAFR9250). The DAFR7550 report shows cash basis budget information for Restricted Funds.

1-4 REPORT GUIDE TERMINOLOGY

This Section presents the terminology used in R★STARS reports. It describes the various report options and how they work. It also provides an illustrative example of how the various options determine what is contained on a specific report.

Each report explanation includes the following:

Report Title - The report's name and identification number.

Report Purpose - A description of how the report works. This provides the user insight into what types of information needs the report could potentially satisfy.

Financial Tables Accessed - A listing of the R★STARS financial tables from which the report's information is extracted, the source table(s) for the report. The financial tables that are accessed for reporting include:

- Accounting Event (AE) Table (Active and Inactive)
- Agency Budget Financial Table
- Appropriation Financial Table
- Document Financial Table
- General Ledger Table
- Grant Financial Table
- Monthly History File
- Project Financial Table
- Summary General Ledger Table

R★STARS financial tables are described in the R★STARS Reference Manual, Chapter 5.

Level Options - R★STARS provides an extensive hierarchically based classification structure. Each structure has multiple levels of detail. For example, the fund structure includes an Appropriated Fund (i.e., the general fund "0110") as well as a more detailed element called Fund. The means in which users are provided access to the multiple levels of detail in the R★STARS database is the level options available on the 91 Report Request profile.

Level of detail options include:

- Organization Structure
- Program Structure
- NACUBO Fund Structure
- Fund Structure
- Function Structure
- Object Structure
- General Ledger Account Structure
- Grant Structure
- Project Structure

The level of detail options available for the standard reports are presented below:

R★STARS VALID REPORTING LEVEL OPTIONS

Organization Structure

0 - None
1 - Agency Group (D12)
2 - Agency   (D02)
3 - Level 2   (D03)
4 - Level 3   (D03)
5 - Level 4   (D03)
6 - Level 5   (D03)
7 - Level 6   (D03)
8 - Level 7   (D03)
9 - Level 8   (D03)
A - Level 9   (D03)

Program Structure

0 - None
1 - Level 1 (D04)
2 - Level 2 (D04)
3 - Level 3 (D04)
4 - Level 4 (D04)
5 - Level 5 (D04)
6 - Level 6 (D04)
7 - Level 7 (D04)
8 - Level 8 (D04)
9 - Level 9 (D04)

NACUBO Structure (Not Used in Michigan)

0 - None
1 - NACUBO Fund Group (D17)
2 - NACUBO Fund   (D18)
3 - NACUBO Subfund   (D38)

Fund Structure

0 - None
1 - GAAP Fund Type   (D21)
2 - GAAP Fund   (D24)
3 - GAAP Subfund   (D68)
    Appropriated Fund (D22)
    State Fund Group (D39)
4 - Fund   (D23)

Function Structure

0 - None
1 - Function (D52)
2 - Level 2   (D52)
3 - Level 3   (D52)
4 - Level 4   (D52)
5 - Level 5   (D52)
6 - Level 6   (D52)
7 - Level 7   (D52)
8 - Level 8   (D52)
9 - Level 9   (D52)

Object Structure

0 - None
1 - GAAP Source/Object   (D08)
2 - Comptroller Source/Group (D09)
    Grant Object   (D48)
    GAAP Subclass   (D65)
3 - Comptroller Object   (D10)
4 - Agency Object   (D11)

General Ledger Structure	**Grant Structure**	**Project Structure**
0 - None	0 - None	0 - None
1 - GAAP GL Account Class (D14)	1 - Grant Category (D40)	1 - Project Category (D41)
2 - GAAP GL Subclass (D07)	Grant Type (D35)	Project Type (D06)
3 - Comptroller GL Account (D31)	Grantor (D28)	Project Group (D28)
4 - Agency GL Account (D32)	2 - Grant Number (D47)	2 - Project Number (D42)
	3 - Grant Phase (29)	3 - Project Phase (27)
	4 - Agency Code 1 (D26)	4 - Agency Code 2 (D27)

Each level option field in this Report Guide contains one of two possible choices that are used in the D64 Report Control profile. These choices include:

> Number or Number Combination - Describes the point where a level option is valid and the number of additional options associated with the report that are also valid. For example, a number combination "2-6" in the organization option field means that the first available option is 2 (Agency) and that the user can choose between options 2 (Agency), 3 (Level 2), 4 (Level 3), 5 (Level 4) and 6 (Level 5). Fields with number combinations are required fields that must be completed in order for the report to run successfully.

> In addition, for ORG, PROGRAM, and FUND, setting the number to "0" may suppress the sort (depending on the values established in the D64 Report Control profile for the particular report).

> In some cases, a report may have only one choice associated with a specific level option. In these cases, a single number that denotes the choice is provided. For example, if Agency is the only organization level option associated with a specific report, the field contains the number "2."

> Not Available (N) - The letter "N" describes a field that is not available as an option for a particular report. A field that is "N" for one report may be a required field on another report.

For example, the level options for the DAFR9750 Accounts Receivable Document Status Report as defined in the D64 Report Control profile are provided below.

Level Options - DAFR9750 Accounts Receivable Document Status Report

ORG	PROG	NACUBO FUND	FUND	FUNC	OBJECT	GL ACCT	GRANT	PROJ
2-6	1-5	N	3-4	N	N	N	N	N

These level options in the D64 Report Control profile determine the range of data that may be entered in the 91 Report Request profile.

In the ORG (Organization Structure) field of the 91 Report Request profile, the user can choose from five separate organization levels (i.e., from level 2 "Agency" to level 6 "Level 5").

In the PROGRAM field of the 91 Report Request profile, the user can choose from five different program levels (i.e., from level 1 "Program Function" to level 5 "Level 5").

In the OBJECT field of the 91 Report Request profile, the letter "N" describes that object is not a valid level option for this report. The user cannot choose any object level options for the DAFR9750 Accounts Receivable Document Status Report. This is also the case for the GL ACCT level options for the DAFR9750.

In the FUND field of the 91 Report Request profile, the user can choose between two different fund levels (i.e., level 3 "GAAP Subfund/Appropriated Fund/ State Fund Group" and level 4 "Fund").

An important rule to remember when selecting level options for your agency is to *"Select options at the level your data is posted to the financial tables or higher."* For example, if your agency posts four levels of detail in the organization detail to the financial tables, a report could be requested at a level detail of "5" (organization level 4) or "4", "3", "2", "1", and "0". Report information selected at a level lower than your organization is structured does not usually provide any meaningful information.

Illustrative Example - Level Options Depending on the level options chosen by the user, a report can be generated at a summary level or a more detailed level. The difference in report versions can be significant. For example, the DAFR7480 Appropriation Activity Summary Report has several level options defined in the D64 Report Control profile from which users can choose. The level of detail options in the D64 Report Control profile include:

Level Options - DAFR7480 Appropriation Activity Summary Report

ORG	PROG	NACUBO FUND	FUND	FUNC	OBJECT	GL ACCT	GRANT	PROJ
3-8	1-7	N	3-4	N	N	N	N	N

This means that a user can choose between seven different levels of organization (including the "0" sort suppress option), eight different levels of program (including the "0" sort suppress option) and two types of fund to create a specific report version that meets their needs. This report also has two different special select options that allow users to further refine their report request. The example below illustrates how the use of level options on report requests can create a summary level or very detailed report.

DAFR7480 Appropriation Activity Summary Report Version 1 - Summary Level (No Program Information)

Version 1 was requested at Organization Level 3, *Program Level 0* and Fund Level 3. This version provides the user highly summarized information. In this case, the level "3" organization option will result in printing the level "02" organization level because it is the lowest level organization code within the hierarchy for the Agency and Appropriation Year.

DAFR7480 Appropriation Activity Summary Report Version 2 - Detail (With Program Information)

Version 2 was requested at a lower level of detail so that program information is displayed on the report. This version was requested at Organization Level 3, *Program Level 2* and Fund Level 4 and provides the user additional fund and program information that is not found on version 1.

Selection Options - Because of the large volume of information stored in R★STARS, a user may want to limit a report to a specific fund, comptroller object or other element. A user may want to limit a report to a range of organization codes, a range of appropriated funds or a range of agency objects. The report request program provides data selection options for the following:

- Agency
- Organization Code
- Program Code
- Appropriated Fund
- Fund
- Appropriation Number
- Function Code
- Comptroller Object
- Agency Object
- General Ledger Account
- Agency General Ledger Account

Most R★STARS reports allow the user to control one or more of the above data selection options.

Special Selects - In addition, Special Select 1 and Special Select 2 may be used for other classification element selections not specially defined in another select or for other unique processing options. The instructions for using Special Select 1 and 2 can be found in the 90 Help profile using the report ID (e.g., DAFR9750) as the keyword. You may need to page forward using the F5 function key to find the information on special selects.

The DAFR7480 report provides special select options for encumbrances and pre-encumbrances. The report provides these special select options:

- Include encumbrances only
- Include pre-encumbrances only
- Include encumbrances and pre-encumbrances
- Do not include encumbrances and pre-encumbrances

Following is an example of the 90 Help profile for the DAFR7480 Appropriation Activity Summary Report.

```
S090 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  12/01/94 02:09 PM
 LINK TO:                        NEWS/HELP TABLE                         PROD

 KEYWORD: DAFR7480      PAGE: 03

 SPECIAL SELECT 2 - OPTIONAL
                    WILL BE USED TO DETERMINE WHETHER ENCUMBRANCES AND
                    PRE-ENCUMBRANCES ARE SHOWN ON THE REPORT.  THE FOLLOWING
                    VALUES ARE VALID:

                    E     DISPLAY ENCUMBRANCES ONLY
                    P     DISPLAY PRE-ENCUMBRANCES ONLY
                    B     DISPLAY BOTH ENCUMBRANCES AND PRE-ENCUMBRANCES
                    BLANK DO NOT DISPLAY ENCUMBRANCES AND PRE-ENCUMBRANCES



                                              STATUS CODE: A
 EFF START DATE: 08311994   EFF END DATE:         LAST PROC DATE: 08311994
 Z07 NEXT RECORD SUCCESSFULLY READ

 F3-DELETE    F5-NEXT RECORD    F7-PRIOR PAGE   F8-NEXT ERROR   F9-INTERRUPT
 F10-SAVE     F11-SAVE/CLEAR    ENTER-INQUIRE   CLEAR-EXIT
```

Each selection option field in the Report Guide contains one of three possible choices. These choices include:

Required (R) - The letter "R" describes a selection option field that is required to be entered on the 91 Report Request profile. This field must be completed in order for the report to run successfully.

Optional (O) - The letter "O" describes a selection option field that is optional for entry on the 91 Report Request profile. The user can choose to use this option to further refine the report's selection criteria.

Not Available (N) - The letter "N" describes a field that is not available as an option to be entered for a particular report on the 91 Report Request profile. A field that is "N" for one report may be required on another report.

For example, the selection options (including special selects) as defined on the D64 Report Control profile for the DAFR9750 Accounts Receivable Document Status Report are provided below.

Selection Options - DAFR9750 Accounts Receivable Document Status Report

AGENCY	ORG CODE	PROG CODE	NACUBO FUND	APPROP FUND	FUND	APPN	FUNC
R	**O**	**O**	**N**	**O**	**O**	**N**	**N**

COMP OBJECT	AGENCY OBJECT	COMP GL ACCT	AGENCY GL ACCT	GRANT	PROJECT	SPECIAL SELECT 1	SPECIAL SELECT 2
N	**N**	**N**	**N**	**N**	**N**	**O**	**N**

In the AGENCY field, the letter "R" describes that this is a required field. The user enters the agency number (or range of agencies) in the selection option field of the 91 Report Request profile.

In the ORG CODE (Organization Code) field, the letter "O" describes this as an optional field. The user can choose to enter a specific organization code (or range of codes) to further refine the report. Only agencies that are structured with organization codes can use this option. If organization codes are entered in the ORG CODE selection option, the report would restrict the data to the organization codes entered in the 91 Report Request profile. As indicated earlier, this option is available on selected R★STARS reports.

The PROGRAM CODE field is also an optional field on the DAFR9750 Accounts Receivable Document Status Report (as are the APPROP FUND - Appropriated Fund and FUND fields). If program codes are entered in the PROGRAM CODE selection option, the report would restrict the data to the program codes entered in the 91 Report Request profile. As indicated earlier, this option is available on selected R★STARS reports.

The GL ACCT(Comptroller General Ledger Account), COMP OBJECT (Comptroller Object), AGENCY OBJECT, AGENCY GL ACCT and SPECIAL SELECT 2 fields are all "N". These fields that are not available to the user for use with the DAFR9750 Accounts Receivable Document Status Report. The user can not enter this information in the 91 Report Request profile.

The SPECIAL SELECT 1 field is also denoted by the letter "O" and is an optional field. The user can choose one of the special selects associated with the DAFR9750 Accounts Receivable Document Status Report when they request the report. Special selects are report specific. This Guide provides a detailed description of the special selects (if any) associated with each report.

An example of the 90 Help profile for the DAFR9750 Accounts Receivable Document Status Report is provided below.

```
S090 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  12/09/94 02:14 PM
 LINK TO:                        NEWS/HELP TABLE                         PROD

 KEYWORD: DAFR9750     PAGE: 01
 REPORT NAME : ACCOUNTS RECEIVABLE DOCUMENT STATUS
 PURPOSE     : THIS REPORT IS TO SUMMARIZE THE STATUS OF BILLINGS, ACCOUNTS
               RECEIVABLE AND INVOICES.  THIS REPORT ALSO MAY PROVIDE AN
               EXCEPTION LISTING OF ALL INVOICES WHERE PAYMENTS HAVE BEEN
               APPLIED BUT DO NOT EQUAL THE INVOICED AMOUNT.
 SORT        : AGENCY, APPROPRIATED FUND, FUND, COMPTROLLER GL
               ACCOUNT, AGENCY GL ACCOUNT, ORG CODE, PROGRAM CODE.
 SPEC SEL 1  : USED TO SELECT AN ACCOUNTS RECEIVABLE GENERAL LEDGER ACCOUNT
               OR RANGE OF ACCOUNTS RECEIVABLE GENERAL LEDGER ACCOUNTS.


 SPEC SEL 2  : NOT USED


                                               STATUS CODE: A
 EFF START DATE: 09211994   EFF END DATE:       LAST PROC DATE: 09211994
 Z06 RECORD SUCCESSFULLY RECALLED

 F3-DELETE    F5-NEXT RECORD    F7-PRIOR PAGE   F8-NEXT ERROR   F9-INTERRUPT
 F10-SAVE     F11-SAVE/CLEAR    ENTER-INQUIRE   CLEAR-EXIT
```

Control Breaks and Totals - The Guide also provides report specific information associated with the following:

- Report Sort Sequence
- Report Elements
- Title Look Up
- Page Breaks
- Sub-Totals

For example, the control breaks and totals information for the DAFR9750 Accounts Receivable Document Status Report is provided below.

Control Breaks and Totals - DAFR9750 Accounts Receivable Document Status Report

SORT SEQUENCE	ELEMENT	TITLE LOOK UP	PAGE BREAK	SUB-TOTAL
1	Agency	D02	Y	Y
2	Appropriated Fund	D22	Y	Y
3	Fund	D23	Y	Y
4	Comptroller GL Account	D31	Y	Y
5	Agency GL Account	D32	Y	Y
6	Organization Code/Level	D03	Y	Y
7	Program Code/Level	D04	Y	Y

SORT SEQUENCE	ELEMENT	TITLE LOOK UP	PAGE BREAK	SUB-TOTAL
8	Document Number/Suffix		N	N
	Comptroller Object/ Agency Object		N	N
	Vendor No/Mail Code		N	N
	Vendor Name	34,51	N	N

The SORT SEQUENCE describes the sort order of the information extracted for the report. In the example above, Agency is the first sort element (followed by Appropriated Fund, etc. through Program Code). R★STARS reports display information in the order in which the data is sorted. Generally, it is possible to determine the sort sequence for any report merely be examining the sequence in which the elements are printed in the report.

The ELEMENT fields describe the specific elements associated with the report.

The TITLE LOOK UP links the element to the appropriate R★STARS profile. For example, the appropriated fund is stored in the D22 Appropriated Fund profile.

The PAGE BREAK shows whether or not the report page breaks on a change in a particular element.

The SUBTOTAL shows whether or not the report subtotals on a particular element. Subtotals are indicated in reports by an asterisk ("*") which precedes the element on which the subtotal is calculated.

Financial Fields - Financial fields show the sources for all of the calculated fields in the report. This section of the Report Guide also provides the algorithms used in the calculations. This information is highly detailed and is provided to the user for informational purposes.

Financial fields are referenced by either balance type or by a name defined in the program.

One technique used in the Report Guide is to reference a balance type in an algorithm. Any report that accesses the appropriation, agency budget, grant, project, cash control, cash balance, cash forecasting, or document financial tables contain balance types.

Comptroller General Ledger Account Cross Reference to D05 Balance Types

Balance types in R★STARS are used to facilitate the reporting of financial amounts associated with various classification elements. All of the balance types used in R★STARS are identified by financial table and number. For example, the Appropriation Financial Table balance type 15 identifies cash expenditures. The balance types for all financial tables are presented in Appendix A of this document.

The D31 Comptroller General Ledger Account, such as "3500" Expenditures - Cash" is associated with the various financial tables and a single balance type. A single General Ledger account may be supported by a single balance type or multiple balance types. In the following paragraphs this relationship is explained.

Comptroller General Ledger Accounts Supported by a Single Balance Type

The majority of the Comptroller General Ledger Accounts have a one-to-one relationship with the balance type that is supported in the financial tables. For example, the Comptroller General Ledger Account 3501, Accrued Expenditures is supported by balance type 17 in the Appropriation, Agency Budget, Project, and Grant Financial Tables. The chart below identifies the Comptroller General Ledger Accounts that are supported by a single balance type in the Appropriation, Agency Budget, Grant and Project Financial Tables.

General Ledger Account		Balance Type	
No	----------------Title--------------	**No**	----------------Title----------------
2735	Encumbrance Control	18	Encumbrance Outstanding
2736	Pre-Encumbrance Control	19	Pre-Encumbrances Outstanding
3100	Revenue Control-Cash	12	Cash Revenues
3101	Revenue Control-Accrued	14	Accrued Revenues
3500	Expenditure Control -Cash	15	Cash Expenditures
3501	Expenditure Control-Accrued	17	Accrued Expenditures

Comptroller General Ledger Accounts Supported by Multiple Balance Types

Some general ledger accounts are supported by multiple balance types. For example, General Ledger Account 2900 Appropriation Control is supported by the following balance types on the Appropriation Financial Table:

- 01   Original Appropriation
- 02   Appropriation Revision
- 03   Appropriation Transfer Out
- 04   Appropriation Transfer In
- 05   Appropriation Reappropriation Out
- 06   Appropriation Reappropriation In
- 07   Appropriation Collected Lapse Amount
- 08   Appropriation Reversion
- 35   Administrative Revolving Fund Advance

A second example of a Comptroller General Ledger Account that is supported by multiple balance types is 2702, Estimated Revenue. The General Ledger Account 2702 is supported by the following balance types on the Appropriation Financial Table:

- 11   Estimated Collected Revenue
- 27   Budgetary Spending Advance

A third example of a Comptroller General Ledger Account that is supported by multiple balance types is 2705, Agency Estimated Expenditure Budget. This General Ledger Account is supported by the following balance types on the Agency Budget Financial Table:

- 09   Agency Budget Original - This balance type is posted when an agency budget is established.
- 10   Agency Budget Adjustment - This balance type is posted when an agency budget is adjusted.

A fourth example of a Comptroller General Ledger Account that is supported by multiple balance types is 1011, Payments Outstanding. This Comptroller General Ledger Account is supported by three balance types in the Cash Control, Cash Forecasting, and Cash Balance Financial Tables:

- 13   Payments Issued - This balance type is posted when a payment is issued. This balance type is not posted when a payment is redeemed.
- 17   Payments Redeemed - This balance type is posted when a payment is redeemed. This balance type is not posted when a payment is issued.

- 24   Expired Warrants - This balance type is posted when a
            previously issued warrant is expired. This occurs if the
            warrant is never cashed and never presented to the State. The
            R★STARS baseline includes this as a balance type for the
            Cash Tables; however, as of 9/10/94 the State will
            not post transactions to this balance type.

The Comptroller General Ledger Account 1011, Payments Outstanding, is calculated in the three
cash related financial tables by adding balance types 13 and 24 and subtracting balance type 17.

There are only a limited number of Comptroller General Ledger Accounts relative to the total
number of General Ledger Accounts that are supported by multiple balance types. The reason for
using multiple balance types is to provide additional information regarding the components of a
particular GL.

Another technique used in the Report Guide for description of reports that access the General
Ledger financial tables is reference to an element name such as "WS-Expenditures". This
technique is used to reference one or more general ledger accounts. This technique is used so
that the baseline package reports will operate regardless of the general ledger account values used
by a client. The values used in Michigan are presented in Appendix B of this document.

1-5 REPORT DEFINITION PROCESS

R★STARS reports are controlled by three separate profiles. These profiles include:

- D64 Report Control profile
- 91 Report Request profile
- 95 Report Distribution profile

The D64 Report Control profile is used to identify the options available for a particular report.
This profile controls several elements that define the key characteristics of a report. These
elements include:

- Information Elements - Title, requestable indicator, etc.
- Interval Option Elements - Period covered by the report (daily, weekly, monthly),
  frequency, etc.
- Level of Detail Options - Organization structure, program structure, object structure,
  etc.
- Special Selection Options - Agency selection, organization code selection, program
  code selection, etc.

An example of the D64 Report Control profile for the DAFR9750 Accounts Receivable
Document Status Report is shown below.

```
SD64 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN) 07/18/95 09:54 AM
 LINK TO:                    REPORT CONTROL PROFILE                      PROD
 REPORT ID: DAFR9750  ACCOUNTS RECEIVABLE DOCUMENT STATUS
  REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
 PRINT REMOTE IND: Y (Y=YES, N=NO)   PRINTER TYPE: H  (L=LOW, M=MEDIUM, H=HIGH)
 INTERVAL OPTIONS    (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
  TIMEFRAME - AP YEAR: O PERIOD: R   LTD: N   VIEW ON-LINE Y (Y=YES, N=NO)
  FREQUENCY - MMDDYY: O DAILY: O WEEKLY: O MONTHLY: O QUARTERLY: O ANNUALLY: O
 LEVEL OPTIONS   (N=NOT ALLOWED OR LOW AND HIGH VALUE ALLOWED)-
 L-ORG: 2 PROG: 1 NACUBO: N FUND: 3 FUNC: N OBJ: N GL ACCT: N GRANT: N PROJ: N
 H-ORG: 6 PROG: 5 NACUBO: N FUND: 4 FUNC: N OBJ: N GL ACCT: N GRANT: N PROJ: N
  SPECIAL SELECTS            AGENCY: R              ORG CODE: O
   (R=REQUIRED,          PROGRAM CODE: O          NACUBO FUND: N
   O=OPTIONAL,            APPROP FUND: O                 FUND: O
   N=NOT ALLOWED)     APPROPRIATION: N              FUNCTION: N
                       COMP OBJECT: N          AGENCY OBJECT: N
                           GL ACCT: N        AGENCY GL ACCT: N
                             GRANT: N               PROJECT: N
               SPECIAL SELECT 1: O     SPECIAL SELECT 2: N
                        ROUNDING: N              STATUS CODE: A
 EFF START DATE: 07011990   EFF END DATE:         LAST PROC DATE: 11171994


 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

Level options define the level of detail that will appear in the report. The parameters defined in
the D64 Report Control profile are used for editing report requests entered in the 91 Report

Request profile. Thus, if a report is defined in the D64 Report Control profile as having a level option of "1-5" (low = 1 , high = 5) in the program structure, a 91 report request profile with a program level option of "6" is not valid. A value between "0" and "5" would have to be entered to be valid for this report. A value of "0" would suppress the element from the report, which will change the sort order of the report.

The 91 Report Request profile provides the user's ability to request specific R★STARS reports subject to the report options defined for the report in the D64 Report Control profile. Agency Report Coordinators (users with R★STARS user class 95) are the agency users that were originally intended as the users with access to the 91 Report Request profile.

Reports requested via the 91 Report Request profile must first be defined in the D64 Report Control profile (see above). The 91 profile provides report coordinators the capability to select options that define when a report will run, what data will appear on the report and how the data will appear on the report. The 91 Report Request profile also allows users the ability to request various versions of the same R★STARS report.

An example of the 91 Report Request profile is provided below.

```
S091 VER 2.0     STATE OF MICHIGAN PRODUCTION REGION (PMAIN) 07/18/95 09:54 AM
 LINK TO:                       REPORT REQUEST PROFILE                      PROD


      AGENCY: 000    REQUESTER: GAH     REQUEST NO: 01    REPORT ID: DAFR9750

 APPN YEAR:    PERIOD: PM FY:    LTD:   FREQUENCY: MONTHLY   FREQ CONTROL: S

LVL-ORG: 2 PROG: 5 NACUBO:   FUND: 4 FUNC:   OBJ:   GL ACCT:   GRANT:   PROJ:


SPECIAL SELECTS -
      AGENCY: AAA 999                    ORG CODE:
 PROGRAM CODE:                         NACUBO FUND:
  APPROP FUND:                              FUND:
APPROPRIATION:                           FUNCTION:
  COMP OBJECT:                         AGY OBJECT:
     GL ACCT:                         AGY GL ACCT:
       GRANT:                            PROJECT:
   SPEC SEL 1:                         SPEC SEL 2:
     ROUNDING:                                STATUS CODE: A
EFF START DATE: 07181995   EFF END DATE:         LAST PROC DATE:


F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

The 95 Report Distribution profile controls key elements pertaining to where and how a specific report is distributed once it has been generated. These information elements include the media type, the number of copies, the address of the report destination and any special instructions for the users of the report.

An example of the 95 Report Distribution profile is provided below.

```
095 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  12/01/94 08:38 AM
 LINK TO:                     REPORT DISTRIBUTION PROFILE                   PROD


 AGENCY: 000  REQUESTER: GAH  REQUEST NO:    REPORT ID: DAFR9750 DIST CODE: MAIN


                        MEDIA TYPE: RMDM
                         DEVICE ID:
                            COPIES: 01
         NAME: PROJECT MAIN
    ADDRESS 1: KNAPPS OFFICE CENTRE, LOWER LEVEL
    ADDRESS 2:
         CITY: LANSING
        STATE: MI      ZIP: 48909          MAIL CODE:
        PHONE: 3355555
  INSTRUCTIONS:

                                           STATUS CODE: A
 EFF START DATE: 07201994   EFF END DATE:        LAST PROC DATE: 11071994
 Z07 NEXT RECORD SUCCESSFULLY READ

 F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```

The media type shows the user to the appropriate "bucket" in RMDS to look for the report. The list of media types is provided below:

```
S090 VER 2.0    STATE OF MICHIGAN PRODUCTION REGION (PMAIN)  12/13/94 08:21 AM
 LINK TO:                        NEWS/HELP TABLE                        PROD

 KEYWORD: R05           PAGE: 02

 CODE: R05      INVALID MEDIA TYPE
 DATA ELEMENT:  MEDIA TYPE

 EXPLANATION:   RMDD - REPORT OUTPUT GOES TO THE REPORT MANAGEMENT AND
                       DISTRIBUTION SYSTEM (RMDS)
                       USED FOR REPORTS WITH A FREQUENCY OF DAILY OR MMDDYY.
                       (MMDDYY = REPORT RUN ON A SPECIFIC DATE)

                RMDM - REPORT OUTPUT GOES TO RMDS
                       USED FOR REPORTS WITH A FREQUENCY OF MONTHLY

                RMDQ - REPORT OUTPUT GOES TO RMDS
                       USED FOR REPORTS WITH A FREQUENCY OF QUARTERLY

                RMDY - REPORT OUTPUT GOES TO RMDS
                       USED FOR REPORTS WITH A FREQUENCY OF YEARLY

                RMDC - REPORT OUTPUT GOES TO RMDS
                       USED FOR CONTROL REPORTS

                RMDS - REPORT OUTPUT GOES TO RMDS
                       USED FOR MISCELLANEOUS REPORTS

                                                  STATUS CODE: A
  EFF START DATE: 09241994    EFF END DATE:          LAST PROC DATE: 09241994
```